
RECORDING FOSTER PARENT TRAINING HOURS: HOW TO ENTER AND ENROLL INTO NON-CFSA WORKSHOPS

CREATION DATE: September 12, 2006

Pointers to Remember:



1. Pre-Service trainings are classified as trainings needing to occur prior to a certain service taking place (i.e.: prior to becoming a foster parent). In-Service trainings are classified as trainings that occur after a certain service takes place to help maintain or enhance a skill (ie: after becoming a foster parent).
2. According to the Best Practice Implementation Plan, Foster parents will receive a minimum of 15 hours of pre-service training.
3. According to the Best Practice Implementation Plan, Adoptive parents will receive a minimum of 30 hours of training, excluding the orientation process.
4. In addition to the 15 Pre-Service hours, mandatory In-Service training hours are required on an ongoing basis.

Enter a Non CFSA Workshop

The following section discusses how to enter detailed information about a Non-CFSA foster parent workshop.

Steps Include:

Step 1: Place your mouse over the **Admin** menu.

Step 2: Place your mouse over **Training, Enroll,** and **Non CFSA**.

Step 3: Click on **Find Non CFSA Workshop**. The **Find Non Agency Workshop** screen will display.

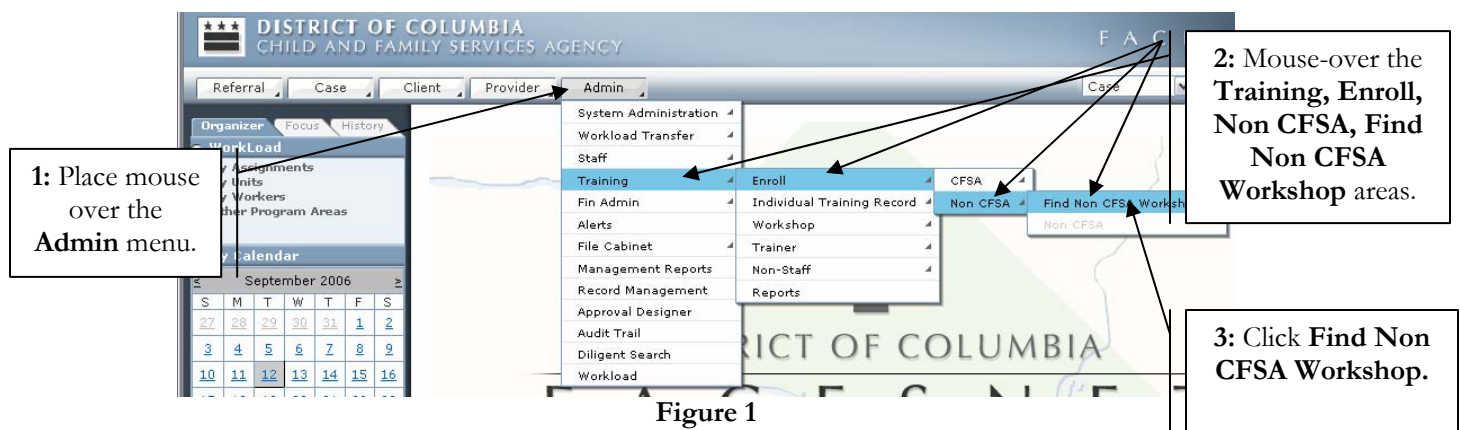


Figure 1

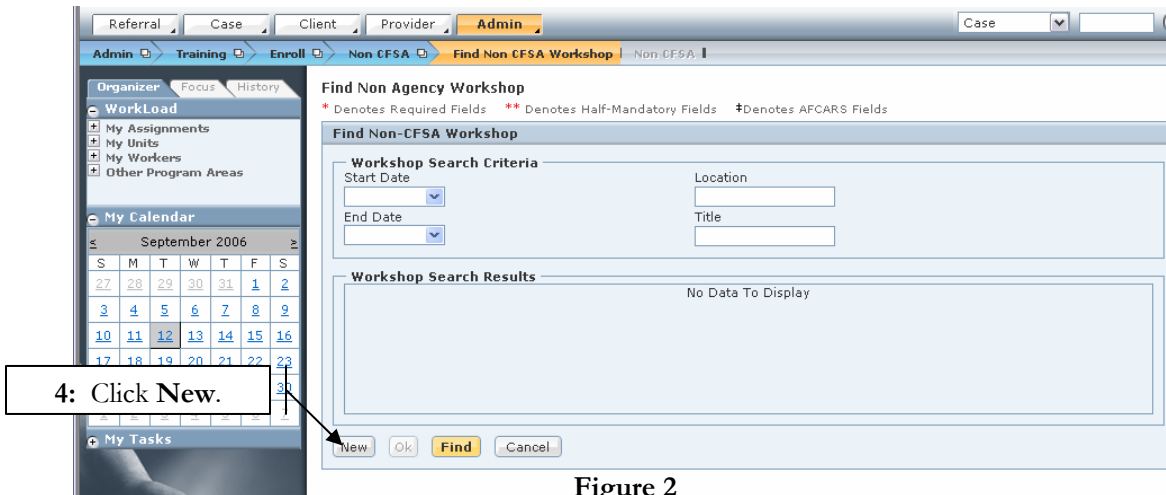


Figure 2

Step 4: To begin entering information for a new workshop, click **New**.



Note:

- If a class has already been entered into FACES.NET and you only need to add attendees' names, then find the existing workshop by performing a search. Search by either the workshop **Start Date**, **End Date**, **Location**, or **Title**.

Step 5: Create a course **Title*** for the workshop by typing in the name of the course.

Step 6: Choose the **Type of Training***: Pre-Service or In-Service. Pre-Service trainings are classified as trainings needing to occur prior to a certain service/licensure taking place (i.e.: prior to becoming a foster parent). In-Service trainings are classified as trainings that occur after a certain service/licensure takes place to help maintain or enhance a skill (i.e.: after becoming a foster parent).

Step 7: Complete the remainder of the **Non CFSA Workshop Details** window, which includes the **Workshop Description***, **Provider***, **Start Date*** and **End Date*** in addition to other details.

5,6,7: Complete the Non CFSA Workshop Details.

Record the training Hours and Licensure Credit information.

Figure 3



Note:

- Be certain to enter the **Hours** and the **Licensure Credit** information so that the trainee will get their credited hours toward their licensure. If this information is not recorded, then the foster/adoptive parent will not get the appropriate licensure credit hours for completing the training. See **Figure 3**.

Step 8: Click the **Save Workshop** button once all workshop information has been entered. The **Find Persons** button will then enable, allowing names of attendees to that workshop to be entered.

Step 9: To enter another workshop, click the **New Workshop** button.

Step 10: Repeat Steps 5-8 to enter new workshop(s). If preferred, you may repeat Steps 9-10 until all workshops have been entered.

9: Click New Workshop.

8: Click Save Workshop.

Figure 4



Note:

- If this is a workshop that has already been entered in the system, then click the **Find Workshop** button to search for the existing workshop. This will pull the workshop information to the main screen, where attendees can then be added.
- The **Start Date*** of the workshop must be today's date or a past date.

Enroll Non CFSA Foster Parent(s)/Provider(s)

The following is a continuation of the above section, and discusses how to enroll Non CFSA foster parents/providers into Non CFSA workshops.

Find Non Agency Workshop

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Non CFSA Workshop Details

Title* MAPP-001 Find Workshop

Workshop Description* This course is designed to assist potential foster parents...

Type of Training* Pre-Service Training

Location 702 H Street, NW

Provider* Helping Families Grow Contact Phone No (202) 434-0009 Provider License No 987423654 Hours 15.00 ☐ Licensure Credit

Start Date* 10/1/2005 End Date* 11/30/2005 Start Time 9:00 AM End Time 12:00 PM

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

11: Click the Find Persons button.

Figure 5

Step 11: With the workshop in focus, click **Find Persons** to begin logging the names of the individuals who attended the training session. The below **Search Person** window will appear.

Search Person

Person/Trainer Search Criteria

☐ Staff ☐ NonStaff ☐ Trainer ☒ Foster/Adoptive Parent

By Name First Middle Last

By Supervisor

By Program Area

☐ All Start Date: End Date:

Person/Trainer Search Result

Name	Agency Name	Provider
MARY BANKS		MARY BANKS
THOMAS BANKS		MARY BANKS

New Ok Find Clear Cancel

12: Click the Foster/Adoptive Parent radio button.

13: Enter the name of the attendee.

14: Click the Find button.

15: Select a name and click Ok.

Figure 6

Step 12: Choose the **Foster/Adoptive Parent** radio button at the top right hand side of the window. This will automatically clear the defaulted name from the person who is currently logged into FACES.NET.

Step 13: Enter the name of the attendee, or find the attendee by utilizing the other search criteria listed.

Step 14: Click **Find** to search for individuals in the FACES.NET database that match your search criteria.

Step 15: From the list of results, select the name of the individual you were searching, and click **Ok** to add the individual's name to the list as a status of a "Potential Enrollee".

Find Non Agency Workshop

* Denotes Required Fields ** Denotes Half-Mandatory Fields †Denotes AFCARS Fields

Non CFSA Workshop Details

Title* MAPP-001 Find Workshop

Workshop Description* This course is designed to assist potential foster parents...

Type of Training* Pre-Service Training

Location 702 H Street, NW

Provider* Helping Families Grow Contact Phone No (202) 434-0009 Provider License No 987423654 Hours 15.00 ☐ Licensure

Start Date* 10/1/2005 End Date* 11/30/2005 Start Time 9:00 AM End Time 12:00 PM

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
MARY BANKS	Potential Enr		MARY BANKS	()-

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

Status notes "Potential Enrollee".

16: Click the Approval button.

Figure 7

Step 16: Click the **Approval** button to request and approve the attendee names.



Note:

- In order to find the Foster/Adoptive parent for enrollment then be sure that the Foster/Adoptive parent exists in FACES.NET as a "Household Member" under the Provider screens.

Step 17: Click the **Request** check box.

17: Click the **Request** check box.

18: Click **OK**.

Figure 8

Step 18: Click **OK** to add the person's name to the list as a status of "Approval Requested".

Status notes "Approval Requested".

19: Click **Approval**.

Figure 9

Step 19: Click the **Approval** button to request and approve the attendee names.

Step 20: Click the **Approve** check box.

20: Click the **Approve** check box.

21: Click **OK**.

Figure 10

Step 21: Click **OK** to add the person's name to the list as a status of "Enrolled". The enrolled status verifies that the individual has completed the specified workshop.

Status notes "Enrolled".

Figure 11

Adding Other Individuals to an Existing Workshop

Step 22: To add additional names to the training list, start by clicking the **Find Persons** button.

Step 23: Follow Steps 11 -16. Additional names will appear on the list as seen in **Figure 12**.

22: Click Find Persons to add additional names to the list.

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
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Figure 12



Note:

- The **Remove Persons** button can be utilized to remove a name that was accidentally added to the enrollment list. This feature is only enabled when the status for an individual reads as a “Potential Enrollee”.

Click Remove Persons to remove a “Potential Enrollee” from the list.

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
Tasha Jackson	Potential Enr		TASHA JACKSON	() -
MARY BANKS	Enrolled		MARY BANKS	() -

Figure 13



Training Individual Record

Pointers to Remember:

1. A Provider can look at the training record of Foster/Adoptive Parents.
2. The Individual Training Record is located under the Provider module in FACES.NET.
3. The Provider will see all classes that have been completed by the Foster/Adoptive Parent.

Steps Includes:

Step 1: Hold mouse over **Provider**.

Step 2: Click on **Search**.



Figure 1

Step 3: Locate the Provider in the **Search Criteria**.

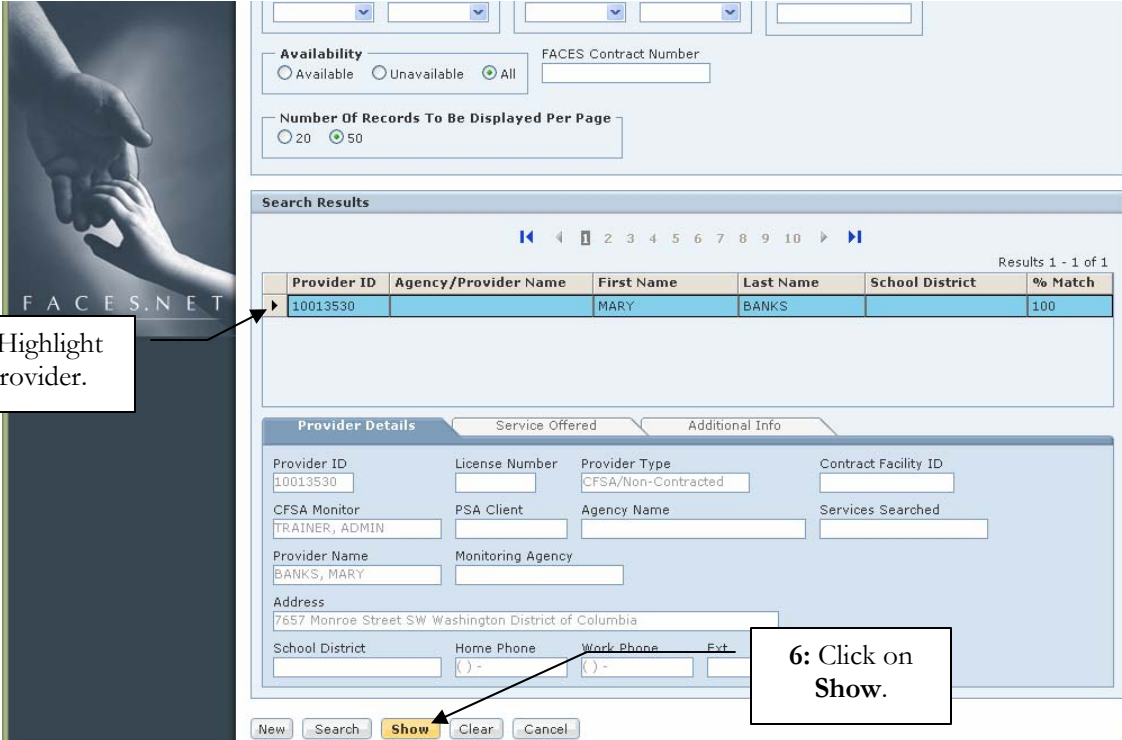
Step 4: Click on **Search**.



Figure 2

Step 5: Highlight Provider from **Search Results** screen.

Step 6: Click on **Show**.



5: Highlight Provider.

6: Click on Show.

Provider ID	Agency/Provider Name	First Name	Last Name	School District	% Match
10013530		MARY	BANKS		100

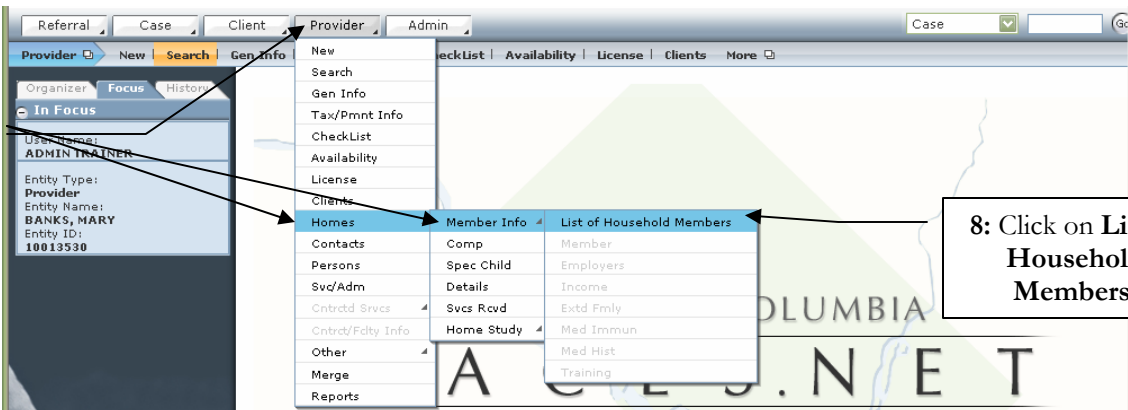
Provider Details

Provider ID: 10013530
 License Number:
 Provider Type: CFSA/Non-Contracted
 Contract Facility ID:
 CFSA Monitor: TRAINER, ADMIN
 PSA Client:
 Agency Name:
 Services Searched:
 Provider Name: BANKS, MARY
 Monitoring Agency:
 Address: 7657 Monroe Street SW Washington District of Columbia
 School District:
 Home Phone: () - () -
 Work Phone: () - () -
 Ext:
 Buttons: New, Search, **Show**, Clear, Cancel

Figure 3

Step 7: Hold mouse over **Provider, Homes**, and then **Member Info**.

Step 8: Click on **List of Household Members**.



7: Click Provider, Homes, and then Member Info.

8: Click on List of Household Members.

Referral Case Client **Provider** Admin

New
 Search
 Gen Info
 Tax/Pmnt Info
 CheckList
 Availability
 License
 Clients
Homes
 Contacts
 Persons
 Svc/Adm
 Svc/Rcvd
 Home Study
 Other
 Merge
 Reports

Member Info
 List of Household Members

Entity Type: **Provider**
 Entity Name: BANKS, MARY
 Entity ID: 10013530

Figure 4



Notes:

- In order to pull up an individual's training record, that person would need to be listed as a **Household Member**.

Step 9: Highlight Provider.

Step 10: Click on **Show**.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin

Provider Homes Member Info List of Household Members Member Employers Income Extd Fmly Med Immun More

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: BANKS, MARY

Entity ID: 10013530

Select Household

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Household Member Name	DOB	Start Date	End Date
Mary Banks	03/15/1970		
Thomas Banks	06/23/1970		

New Show Cancel

Figure 5

Step 11: Hold mouse over **Provider**, **Homes**, and then **Member Info**.

Step 12: Click on **Training**.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin

Provider Homes Member Info List of Household Members Member Employers Income Extd Fmly Med Immun More

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: BANKS, MARY

Entity ID: 10013530

New Search Gen Info Tax/Pmnt Info CheckList Availability Disease Clients

Homes Member Info List of Household Members

Comp Member

Persons Employers

Svc/Adm Details Income

Contrbd Svcs Svcs Rcvd Extd Fmly

Contrbd/Fdty Info Home Study Med Immun

Other Med Hist

Merge Training

Reports

Figure 6

Step 13: Review the Providers non-CFSA training records.



Notes:

- **CFSA Training Attended** will show is top inset grid.
- **Non-CFSA Training Attended** will show in lower inset grid.

13: Review Non-CFSA Training Attended record.

Training Workshop Title	Type	Start Date	End Date	Status	Licensure
MAPP-001	Pre-Service Training	10/01/2005	09/01/2006	Y	30

Training Workshop Title	Type	Start Date	End Date	Licensure	Hours
MAPP-001	Pre-Service Training	10/01/2005	09/01/2006	Y	30

Total Hours: 30
Licensure: 30
Pre Service: 30
In Service: 0

Figure 7

Step 14: To print out record, highlight the **Training Workshop Title**.

Step 15: Click on the **Print** button.

14: Highlight training record.

15: Click on Print.

Figure 8